



STATE OF WASHINGTON
SERVE WASHINGTON

302 Sid Snyder Avenue S.W. Olympia, WA 98501

P.O. Box 43113

Olympia, WA 98504-3113 Fax: 360-902-7315

Request for Grant Applications



AmeriCorps State Formula Grant Federal Fiscal Year 2015

State Solicitation Number: 15-400

Release Date:	March 9, 2015
Application Due Date:	April 15, 2015

Important Notice to Applicants: This Request for Grant Applications (RFGA) is significantly abridged compared to previous RFGAs. In past years, Serve Washington has spent a considerable amount of time reformatting the Corporation for National and Community Service's Notice of Funding Opportunity (NOFO) so that it was tailored to the subgrantee level. This year, Serve Washington is not making any changes to the NOFO and is relying upon applicants to carefully read the NOFO and understand which parts of the NOFO apply to them and which parts apply to State Commissions. **Please understand that the dates which applicants are to abide by are the dates that are included in this RFGA.**

OVERVIEW

State Entity Name:	Serve Washington
Federal Funding Opportunity:	FY 2015 AmeriCorps State Formula Grant
Federal Agency:	Corporation for National and Community Service
Announcement Type:	Request for Grant Applications
CFDA Number:	94.006

Serve Washington is pleased to announce the *2015 AmeriCorps State Formula* Request for Grant Applications (RFGA) to meet state and local challenges through service and volunteer action. Serve Washington is seeking to fund eligible organizations that seek to address pressing local and state needs through engaging AmeriCorps members in evidence-based interventions to strengthen communities.

Serve Washington

In February 1994, the Governor established the independent, bipartisan Washington Commission for National and Community Service (WCNCS). On July 1, 2014, Governor Jay Inslee signed Executive Order #14-06 changing the name of WCNCS to Serve Washington. Serve Washington is made up of Commissioners appointed by the Governor who serve three-year terms. The Commission implements AmeriCorps programs in Washington; sets priorities for results-oriented community service programs; provides training and technical assistance; evaluates programs; and leverages federal program dollars with additional local, state and private sector resources.

Corporation for National and Community Service

The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic participation through service and volunteering. CNCS—through AmeriCorps, Senior Corps, the Social Innovation Fund, and the Volunteer Generation Fund—has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

Through all its programs, CNCS seeks to expand economic opportunity – helping Americans acquire the skills, education, and training they need for productive employment. By helping more Americans graduate, pursue higher education, and find work, national service can provide immediate and long term benefits by expanding individual opportunity, building family stability, and creating more sustainable, resilient communities.

Purpose of AmeriCorps Funding

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

APPLICATION INSTRUCTIONS

General Information

Applicants are required to complete applications for funding in accordance with the [FY2015 AmeriCorps State Notice of Funding Opportunity](#) (NOFO), the [2015 NOFO Glossary](#), and the [Application Instructions](#). These and other resources are also located at the Corporation's [website](#) and at the Serve Washington [website](#).

Note: Please keep in mind the dates referenced in these materials were for the National Competition (now closed) held prior to the State Formula competition. At no time during the State Formula competition should an applicant contact CNCS.

Application Deadline

All application materials must be completed and submitted in eGrants by 12:00pm (PST) on April 15, 2015. Additionally, all required supplemental documents must be submitted to servewa@ofm.wa.gov by the same deadline.

Note: DO NOT send supplemental documents directly to the CNCS inbox referenced in the NOFO; the inbox in the NOFO is for State Commission use only.

Requirement for Minimum Number of Member Service Years

One Member Service Year (MSY) is equivalent to one 1700 hour full-time AmeriCorps position. The purpose of this RFGA is to solicit grant applications from programs that can support a "team" of AmeriCorps members. As such, to be considered for funding Serve Washington expects grant applications to be between 15-25 MSYs.

If your organization is interested in hosting less than 15 MSYs, for example an independent placement AmeriCorps member or a smaller AmeriCorps team, you may wish to contact an AmeriCorps program in your area or a statewide intermediary to determine if a partnership may be feasible. Refer to the [AmeriCorps Program Directory](#) for a listing of programs in your county. If your organization is looking for AmeriCorps VISTA opportunities, please refer to the [CNCS VISTA](#) website.

Creating Your Application in EGrants

New and Recompeting Applicants

- Create an eGrants account ONLY IF you do not currently have one by going to: <https://egrants.cns.gov/espan/main/login.jsp> and selecting "Don't have an eGrants account? Create an account."
- Start a **NEW** Grant Application. (*Bottom left of the eGrants home page under Creating an Application.*)
- Select a Program Area: AmeriCorps.
- Select the applicable Notice of Funding Opportunity (NOFO):
 - FY 2015 AmeriCorps State Commission (*Standard Reimbursable Grants*)
 - FY 2015 AmeriCorps State Commission Fixed Amount Grants

- Select State: Washington.
- Select the applicable Prime Application Identification number from the drop down list:
Reimbursable Grant Prime: 15AC171485
Fixed Amount Grant Prime: 15ES171484

Continuation Applicants

- Start a **Continuation/Renewal** Grant Application. (*Bottom left of the eGrants home page under Creating an Application.*) You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one. Do not start a new application.** The system will copy your most recently awarded application.
- Edit your continuation application as directed in the continuation request instructions. (*Application Instructions, page 13.*)

Important Dates

Request for Grant Applications Released	March 9, 2015
Technical Assistance Conference Call for Potential Applicants	March 13, 2015
<u>Completed Applications Due in eGrants from Applicants</u>	April 15, 2015 by 12:00pm (PST)
Staff Review for Compliance	April 15-16, 2015
Grant Review Committee Application Review	April 17-30, 2015
Grant Review Committee Meeting to Obtain Clarification from Applicants as needed and to Develop Recommendation Report for Serve Washington Commissioners <u>Note: Applicants must be available by phone on this day in the event the GRC needs additional information or clarification. Interviews will not be conducted.</u>	May 1, 2015
Serve Washington Commissioners Discuss and Vote on Grant Review Committee Recommendation	May 7-8, 2015
Notification to Applicants Regarding Serve Washington Vote	Week of May 11, 2015
Clarification and Revision Period for Selected Applicants	Notification through June 15, 2015
Serve Washington to submit applications to CNCS No Later Than	June 26, 2015

Technical Assistance Session

Applicants are encouraged to participate in technical assistance via conference call on **Friday, March 13, 2015 at 10:00am (PST)** to review application instructions and as an opportunity for applicants to ask questions about the process.

Conference Call Information:

Phone Number:

1-888-287-4403

Passcode:

7305363

APPLICATION REVIEW PROCESS

Grant Review Committee

Applications will be reviewed by a subcommittee of the Serve Washington Commission during April 17-30, 2015. This subcommittee is known as the Grant Review Committee (GRC) and is comprised of commissioners from Serve Washington who have volunteered to be a part of the process. The GRC members are required to each sign forms certifying (1) that they have no real or perceived conflicts of interest, and (2) that they will not disclose any confidential information about the programs until after the grant review process is completed. The GRC will meet May 1, 2015, to develop a recommendation to present for consideration to the Serve Washington Commission on May 7-8, 2015.

Assessment Criteria

The GRC will assess each of the applicants based solely on how well the applicant answers the questions that are required as part of the application and follows the directions included in the NOFO and Application Instructions.

In previous years' RFGAs, the process has included a step in which applicants were asked to provide a presentation to the GRC to inform the GRC's assessment of the applicant. This year's process does not include an interview or presentation prior to the GRC making their recommendation to the Serve Washington Commission. **Instead, applicants must be available by phone on May 1, 2015 to remotely answer any questions the GRC may have.** Contact information will be collected sometime during the GRC application review period. Serve Washington does not expect all applicants will receive an inquiry via phone. Receipt of (or no receipt of) a phone inquiry does not indicate award status. It is, therefore, highly incumbent upon applicants to submit quality applications that conform to the requirements set forth in the NOFO and Application Instructions in order to be competitive.

Serve Washington Staff Review and Clarification Period

While the GRC is reviewing applications, Serve Washington staff will also be conducting a technical review of applications. After the Commission has made a decision on the GRC's recommendation, Serve Washington staff will notify applicants. Once applicants are notified in mid-May, staff will then begin working closely with applicants to finalize their applications based on the technical review.

QUESTIONS

Please submit questions about this funding opportunity to servewa@ofm.wa.gov. Questions and responses will be included in a list of Frequently Asked Questions (FAQs) that will be periodically updated on the Serve Washington [webpage](#). Serve Washington is committed to a fair and open competition for this funding opportunity, and, as such, staff will not be able to answer questions about the funding opportunity unless the questions are asked through the servewa@ofm.wa.gov email address or through the technical assistance session.